

## **MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 12, 2015:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, May 12, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 9:10 a.m.*

### **1) Roll Call.**

#### **Attendance:**

Personnel Committee:  
Kathy Mac Laren, Chair  
Joe Estes, Committee  
Member

#### **Others Present:**

Matt Knudson, Assistant General Manager  
Jennifer Emery, Human Resources Director  
Dawn Deans, Executive Assistant  
0 members of the public

### **2) Adoption of Agenda.**

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to adopt the agenda, as written.

### **3) Public Comments.**

There were no public comments.

### **4) Action Items:**

#### **4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held April 2, 2015.**

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held April 2, 2015, as written.

#### **4.2) Presentation on Learn for Life Participation in the District's Internship Program. (John Fleming, Learn for Life Director)**

Mr. John Fleming, Career Technical Education Coordinator for Learn4Life, an independent study charter school, presented information about their school and learning programs, and after a brief discussion of these programs and services, it was determined that Human Resources Director Emery contact Mr. Fleming regarding

Learn4Life students participating in the District's Internship Program and that a tour of the Learn4Life facility be scheduled with all Directors.

**4.3) Discussion and Review of Human Resources Calendar. (Human Resources Director Emery)**

Human Resources Director Emery reviewed the Human Resources Calendar goals for each quarter of 2015 including the salary survey and job description process, succession planning in the third quarter, the Heat Illness Program and Injury Illness Prevention Program in the second quarter, employee handbook updates, the May 16 Employee Appreciation Picnic, and wellness program events for which grants from JPIA are available.

**4.4) Consideration and Possible Action on Employee Handbook Updates. (Human Resources Director Emery)**

Human Resources Director Emery reviewed recommended Employee Handbook updates regarding part time employee sick leave and retiree health insurance coverage, and after a brief discussion of these updates and minor revisions, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to update the Employee Handbook and that these updates be presented to the full Board for consideration at the May 13, 2015 Regular Board Meeting.

It was then determined that the Cadillac tax be discussed with the benefits portion of the salary survey.

**4.5) Discussion of Salary Survey for Operations Department and Facilities Department. (Human Resources Director Emery)**

Human Resources Director Emery stated that legal counsel and staff recommend a Y-Rating Policy be adopted prior to consideration of the salary survey and job descriptions for the Operations and Facilities Departments, and after a brief discussion of a Y-Rating Policy, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to approve a Y-Rating Policy and that this Policy be presented to the full Board for consideration at the May 27, 2015 Regular Board Meeting with a complete explanation of a Y-Rating Policy provided at the Board Meeting.

**5) Project Updates.**

**5.1) Status of Customer Care Certification Program. (Human Resources Director Emery)**

Human Resources Director Emery reviewed a proposal from American Water College in the amount of \$20,000.00 for developing a Customer Care Certification Program, and after a brief discussion of the proposal, of the budget, and of possible revenue reductions due to the drought, it was determined that this item be placed on hold and considered in the 2016 budget process.

**5.2) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)**

Assistant General Manager Knudson stated that changes to the Customer Care Department continue to receive positive comments followed by discussion of the mandated 32% water use reduction and the District's response to this mandate.

**5.3) Status on Organizational Assessment. (General Manager LaMoreaux)**

Assistant General Manager Knudson stated that a M.A.T. meeting was held with The Mathis Group to discuss updating the Strategic Plan Initiatives; that Dr. Mathis has met with the Directors regarding the Initiatives; and that a follow-up M.A.T. meeting is scheduled for May 18.

**5.4) Other.**

There were no other items for discussion.

**6) Information Items.**

There were no further information items.

**7) Board Members' Requests for Future Agenda Items.**

It was determined that "Discussion of Salary Survey for Operations Department and Facilities Department" will be considered at the next Committee meeting.

Director Estes requested Mr. Bobby Vigil, bike shop owner, be invited to attend a Personnel Committee meeting regarding an outline for a bike ride as part of the District's Wellness Program.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held June 8, 2015 at 9:00 a.m.

**8) Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:28 a.m.

  
Chair